

CHANGE OF CONTRACTOR (INSTRUCTION SHEET)

Public Works
111 NW 1st Street • Suite 1610
Miami, Florida 33128-1970
T 305-375-2111 F 305-375-2547

miamidade.gov

Documents required if the existing Contractor is **WILLING** to provide letter of withdrawal.

- 1. Public Works Permit Application Signed by the Property Owner and the New Qualifier.
- 2. Change of Contractor requested by Owner(s)
 - a. If Corporation use sample letter COC-2.
 This letter must be on Company letterhead, signed by the Owner(s) and notarized.
 - If Individual use form COC-1
 This form must be signed by the Owner(s) and notarized.
- 3. Change of Contractor requested by existing contractor use sample letter COC-3.

 This letter must be on Company letterhead, signed by the qualifier and notarized.
- 4. Change of Contractor requested by New contractor use sample letter COC-4.

 This letter must be on Company letterhead, signed by the qualifier and notarized.

Documents required if the existing Contractor is **NOT WILLING** to provide letter of withdrawal.

- 1. Public Works Permit Application Signed by the Property Owner and the New Qualifier.
- 2. Change of Contractor requested by Owner.
 - If Corporation use sample letter COC-2.
 This letter must be on Company letterhead, signed by the Owner(s) and notarized.
 - b. If Individual use form COC-1.This form must be signed by the Owner(s) and notarized.
- 3. Termination letter from Property Owner to Existing Contractor notifying him that he has been terminated. A copy of the letter along with proof that the contractor received this letter, either via-certified return receipt, courier, hand- delivered, etc., must be provided to the Public Works Department.
 - You should be advised to investigate your responsibility under Florida Statue 713.132
 - a. See Change of Contractor Termination sample letter COC-5.
 If Property Owner(s) is a Corporation, This letter must be on Company letterhead
 Letter must be signed by the Property Owner(s) and notarized
- Change of Contractor requested by New contractor use sample letter COC-4.
 This letter must be on Company letterhead, signed by the qualifier and notarized.

All Change of Contractor submissions will include:

- Check payable to the Board of County Commissioners in the amount of \$55.00.
- Change of Contractor will not take place if it is found that Licenses & Insurances are <u>not</u> on file or <u>not</u> current.



Change of Contractor Form COC-1

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To: Miami Dade County Public Works Department Construction Division, Permit Section 111 NW 1st Street, #1420 Miami. FL 33128 (305) 375-2135 RE: Permit #: Address: As legal owner(s) of subject property, I/We request a change of contractor for the above referenced permit issued to ______ (name of existing permit holder) whose mailing address is ______. The permit was issued on _____ and expires on____ I/We am requesting a change of contractor for the following reason(s): I/We no longer authorize the previous permit holder to proceed with the work covered by this permit. And hereby authorize____ (name of new contractor) To take over the permit to construct or complete the construction covered under said permit. I/We, the Owner(s) agree to hold Miami Dade County, its agents and authorized personnel, harmless and relieve them from any responsibility or liability for any legal action or damage, cost or expense (including attorney's fees) resulting from the change of contractor on the existing permit. If there has been a change of ownership on the property, the new owner(s) assumes responsibility of notifying the previous owner of his or her intent to transfer the permit. Owner(s) Signature Date Owner(s) Signature Date Print Name **Print Name** The person(s), whose signature is above, deposes that he/she are legal owner(s) of subject property. State of Florida) County of Miami-Dade) Sworn to and subscribed to before me on this ______ day of ______, 2010, who is □personally known to me or who □produced Type of identification produced _____

Signature of Notary Public. ____

Change of Contractor Sample letter COC-2 requested by Corporation This letter must be on Company letterhead, signed by the property Owner(s) and notarized

To:	Miami Dade County Public Wor Construction Division, Permit S	rks Department ection	
	111 NW 1st Street, #1420		
	Miami, FL 33128		
	(305) 375-2135		
RE:	Permit #:		
	-		
	Address:		
As leg	gal owner(s) of subject property.	(Name of Corporation), is requesting	g a change of contractor for
the al	pove referenced permit issued to	(Name of previous permit holder)	g a similige of contractor for
whose	e mailing address is	·	
The p	ermit was issued on (date permi	<u>it was issued)</u> and expires on (<u>date</u> j	permit expires)
•	(<u></u>).
(Nam	e of Corporation) is requesting	a change of contractor for the followir	ng reason(s).
			ig readon(e).
		[STATE REASON(S)]	
		Le i / II = I Le / I G	
lWe i	no longer authorize the previous	permit holder to proceed with the wor	k covered by this parmit
	is istige, additioned the providuo	permit holder to proceed with the wor	k covered by this permit.
And h	ereby authorize(Na	me of new contractors	
To tak	ce over the permit to construct or	complete the construction covered un	ador acid normit
10 (01	to over the permit to conditate of	complete the construction covered th	idei said permit.
ا م/۸۱	he Owner(s) agree to hold Miora	Dodo County its meants and suth and	
and re	views them from any reasonability	Dade County, its agents and authori	zed personnel, harmless
anu re (inalue	ding offernov's from any responsibility	ty or liability for any legal action or da	mage, cost or expense
haan	aling attorney's rees) resulting from	m the change of contractor on the exi	sting permit. If there has
peen a	a change of ownership on the pro	pperty, the new owner(s) assumes res	sponsibility of notifying the
previo	us owner of his or her intent to tr	anster the permit.	
	///o : /	<u> </u>	
Owne	r(s) Signature Date	Owner(s) Signature	Date
Print N	lam e	Print Name	
Title		Title	
The pe	erson(s), whose signature is abov	ve, deposes that he/she are legal offic	cer(s) of said corporation.
		•	
State	of Florida)		
County	y of Miami-Dade)		
`	•		
Sworn	to and subscribed to before me	on this day of	2010
vho is	□personally known to me or wh	o Oproduced	, 2010,
Type o	of identification produced	- p. 544554	
,,,,,,		•	
Signat	ure of Notary Public		
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Change of Contractor Sample letter COC-3 requested by Existing Contractor This letter must be on Company letterhead, signed by the qualifier and notarized

To:	Miami Dade County Public Works Department Construction Division, Permit Section 111 NW 1st Street, #1420 Miami, FL 33128 (305) 375-2135
RE:	Permit #:
	Address:
Public	alifier Name) am the qualifier for (Company name) and I am notifying Miami Dade County Works Department that I will no longer be performing said construction listed on the above need permit. The permit is still active with an expiration date of (Date)
I wish	to withdraw from this project/permit for the following reasons(s):
	[STATE REASON(S)]
I here I, (Qu and re (included) been previous	ch, I no longer want to be held responsible for work under this permit and I have no objections to nge of contractor for this permit. by authorize the owner to apply for a change of contractor. alifier Name), agree to hold Miami Dade County, its agents and authorized personnel, harmless elieve them from any responsibility or liability for any legal action or damage, cost or expense ding attorney's fees) resulting from the change of contractor on the existing permit. If there has a change of ownership on the property, the new owner assumes responsibility of notifying the bus owner of his or her intent to transfer the permit. Date:
Quali	ier Signature
Qualif	ier Name (print)
The p	erson, whose signature is above, deposes that he/she is the qualifier for the prime contractor.
(State	of Florida)
(Cour	ty of Miami-Dade)
who is	n to and subscribed to before me on this day of, 2010, s □personally known to me or who □produced of identification produced
Siana	ture of Notary Public

Change of Contractor Sample letter COC-4 requested by New Contractor This letter must be on Company letterhead, signed by the qualifier and notarized

То:		28	t	
RE:	Permit #:			
	Address: _			
agents legal a contra owner I, furth compl	s and authorize action or damagactor on this eximassumes responsermore assumeted and work to	m the qualifier for (Company not personnel, harmless and relied personnel, harmless and relied personnel, harmless and relied personnel. If there has been a consibility of notifying the previous responsibility for the entire section be completed. I assume responsibility for which I am requesting	torney's fee) resultire change of ownerships owner of his or he ope of the permitted onsibility for the contract a change of contract.	sponsibility or liability for any ng from the change of p on the property, the new r intent to transfer the permit. work, specifically all work ection, if required, of work
Qualifi	er Sign ature		Date:	
Qualifi	er Name (print)			
The pe	erson(s) whose	signature is above, deposes the	e he/she is the qualif	ier for the prime contractor.
(State	of Florida)			
(Coun	ty of Miami-Dad	e)		
who is	⊔personally kr	ped to before me on this nown to me or who □produced produced		, 2010,
	uro of Notony D			

Change of Contractor Termination Sample letter COC-5 This letter must be signed by the Property Owner(s) and notarized

To:	XYZ Contractor					
	ATTN: Qualifier					
	123 Main Street					
	Anywhere, USA 12345					
	(Phone Number)					
RE:	Permit #:	á				
	Address:		y			
Pleas	e accept this letter as our formal notice to	you that your services are	hereby terminated from our			
	t/permit for the above referenced permit.	, ,	, , , , , , , , , , , , , , , , , , , ,			
۰. ۵,۵ ۵						
I/We		. A	As legal owner(s) of subject			
	rty, am hereby terminating your service fo	or the following reasons:	10.1090, 0.1110.(2, 2, 00.2,001			
F F -	, , , , , , , , , , , , , , , , , , ,					
	ISTAT	E REASON(S)]	**************************************			
	L =					
I/We r	no longer authorize you the current permit	t holder to proceed with the	e work covered by this			
permit			, , , , , , , , , , , , , , , , , , , ,			
And h	ereby inform you that I/We intend to apply	/ for a change of contracto	or, to take over the permit to			
	uct or complete the construction covered		., μ			
I/We t	he Owner(s) agree to h <mark>old Miami</mark> Dade C	ounty, its agents and auth	orized personnel, harmless			
and re	lieve them from any responsibility or liabi	lity for any legal action or	damage, cost or expense			
	ling attorney's fees) resulting from the ch					
	a change of ownership on the property, th					
	us owner of his or her intent to transfer th		,			
		,				
Owne	r(s) Signature Date	Owner(s) Signature	Date			
Drint N	Inch o	Drint Name				
Print N	varine	Print Name				
Title /i	f corporation)	Title (if corporation)				
ride (i	i corporation)	rille (ii corporation)				
The n	ereen(a), whose signature is above, done	and that halaha ara lagal (Dunar(a) of aubicat property			
	erson(s), whose signature is above, depo- rofficer(s) of said corporation.	ses that he/she are legal t	Jwher(s) or subject property			
anu/oi	officer(s) of said corporation.					
State	of Florida)					
State	of Florida)					
Count	v of Miami Dado)					
Count	y of Miami-Dade)					
Sucorn	to and subscribed to before me on this	day of	2010			
Sworn to and subscribed to before me on this day of, 2010, who is □personally known to me or who □produced						
rype (of identification produced	· · · · · · · · · · · · · · · · · · ·				
Cianct	ure of Notony Dublic					
oignat	ure of Notary Public					

COC-5